Approved For Release 2006/11/13 : CIA-RDP75-00399R000100190018-8

MEMORANDUM FOR: Office of Training

SUBJECT : Reports Costs Reduction

REFERENCE : (a) Memo for Record dtd 1 Dec 70; Subj: Improving Federal Reporting and Reducing Related Paperwork Reports Inventory Status Summary

(b) Memo to Chairman, Reports Inventory Task Force dtd 1 Dec 70; Subj: Improving Federal Reporting and Reducing Related Paperwork

(c) Memo for DD/S dtd 2 Dec 70; Subj: Improving Federal Reporting and Reducing Related Paperwork; Reports Inventory Status Summary

1. As noted in paragraph 4, of reference (a), a copy of which along with references (b) and (c) were forwarded to you on 4 December 1970, OPPB established an Agency report cost saving factor of 7.5%. This translates into an overall DD/S reduction goal (rounded by OPPB) to $125,000. The savings goal for the O/T is set at $ 9,000.* This amount represents 7.5% of $ 130 .* This base cost equals the costs (_____) reported in your inventory submission, less costs (_____)* based upon OPPB decision to exclude OPPB and external Agency reports from the initial phase of the reports reduction program.

2. In our analysis of the data provided in your reports inventory, the Support Services Staff determined that reports were generally classified under nine (9) report requirement categories. An outline of these requirement categories and a description of each is attached. Also attached is a summary of the _____ reports identified by number under each report requirement category. This summary also contains other production, distribution and cost data for each respective report.

3. It is suggested that, because your cost reduction quota is levied against internal DD/S reporting requirements, you review reports under categories 1, 2, 7, and 8 with immediate attention being given to reports in categories 1, 7, and 8. This review should

*Rounded to nearest hundreds.

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